



# RIDOT POLICY

**DATE:** June 30, 2008

**REFERENCE:** Children in the Workplace

## Section I: Purpose

The Department of Transportation values an atmosphere that fosters a healthy balance between workplace obligations and family matters. The Department believes in an environment that is conducive to work, and in which employee health and safety concerns are respected and disruptions are minimized.

## Section II: Policy

The Department does not permit the continual presence of children in the workplace in lieu of child care arrangements. The presence of children, visitors or family members during work hours, except for an occasional basis for a brief visit, is inappropriate and is to be avoided. The only exceptions to this policy are for officially sanctioned events such as award ceremonies, cultural or family sponsored events or career days. Employees with dependent children are expected to make regular arrangements for the proper care of their children outside of the workplace.

For the first instance, any employee that brings their child into the workplace will be requested to leave and discharge available vacation, personal leave or leave without pay. Individuals that fail to cooperate will be relieved of their official duties and shall be subject to appropriate disciplinary action.

## Section III: Supervisory Responsibilities

Unit or office supervisory personnel are vested with the responsibility to report employee non-compliance of this policy to their Divisional Administrators, Human Resources, and the Office of the Director. Divisional managerial authorities are delegated the responsibility for enforcing the provisions of this policy and an Incident Report is to be filed with any occurrence. Recommendations for disciplinary action shall be filed with the Appointing Authority by the next business day.

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Michael P. Lewis  
Director of Transportation